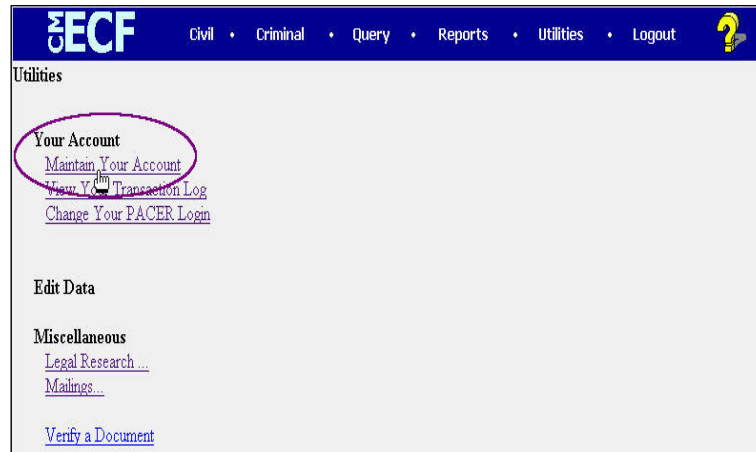


CM/ECF Quick Tips for Attorney Users: Maintain Your Account

Changing Your Password

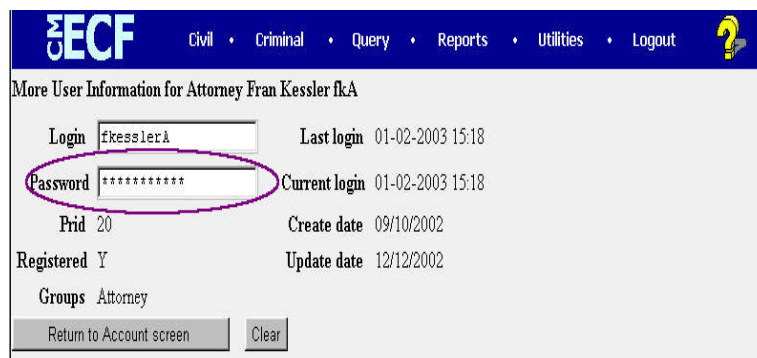
To change your password from the one which was computer generated to one that is easy to remember, take the following steps:

- Click on [Utilities](#) on the upper right side of the screen.
- Click on [Maintain Your Account](#).



This opens a screen which contains information on the attorney user. To change your mailing address, see *Quick Tips: Instructions on How to Change Your Address and Contact Information*.

- Click on [More user information](#) at the bottom of the screen. This brings up the More User Information Box.
- Enter your new password in the password box, then click on [Return to Account Screen](#).



- Click on [Submit](#). You must do this so that any changes you have made are uploaded into the system. If this step is not done, the system will default to your old password.